



# COMMONWEALTH of VIRGINIA

## Department for the Aging

Julie Christopher, Commissioner

[Click here to go to the Virginia Department for the Aging Home Page](#)

### TABLE OF CONTENTS AAA TUESDAY E-MAILING August 22, 2006

SUBJECT	VDA ID NUMBER
<a href="#"><u>AARP Bill of Rights for Homeowners in Associations</u></a> (Faye Cates)	06-153
<a href="#"><u>National Family Caregiver Support Program – Kinship Care</u></a> (Ellen Nau)	06-154
<a href="#"><u>In Home Services</u></a> (Ellen Nau)	06-155
<a href="#"><u>VDA Guidance on Creating Unique Client Identifiers for Elder Abuse Prevention or Legal Assistance Service Client Tracking using Advanced Information Manger (AIM)</u></a> (Leonard Eshmont)	06-156
<a href="#"><u>National Technical Assistance Center on Senior Transportation</u></a> (Faye Cates)	06-157
<a href="#"><u>AIM Administrator Workshop/Annual Training</u></a> (Leonard Eshmont)	06-158

Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Executive Directors & Housing Administrators  
Area Agencies on Aging

**FROM:** Faye D. Cates, MSSW, Human Services Program Coordinator

**DATE:** August 22, 2006

**SUBJECT: AARP BILL OF RIGHTS FOR HOMEOWNERS IN ASSOCIATIONS**

Homeowner associations are often able to provide a number of amenities (such as parks, pools, and club houses) that would be difficult to procure from many cash-strapped local governments. In addition, by setting architectural standards and maintenance requirements, they may help reassure residents that their investment in the community is protected. Sometimes, however, conflicts arise between residents and association management that are not adequately addressed by state laws, regulations, or the governing documents of an association. Some of the issues include: participation in the association's political process, proper notification of rules and procedures, and avoiding the use of non-judicial foreclosure as an enforcement mechanism. It is noteworthy that 46 percent of owners in single-family homeowner associations are over the age of 50, as are 56 percent of owners in condominium/coop communities.

This report provides a key set of principles and sample statutory language that states can follow when developing laws for homeowners associations and other types of common-interest communities. Additionally, associations themselves can use these principles when developing or modifying their own governing documents.

A two-page In Brief is also available at:

[http://www.aarp.org/research/legal/legalrights/inb128\\_homeowner.html](http://www.aarp.org/research/legal/legalrights/inb128_homeowner.html)

The full 71 page document can be viewed at:

[http://www.aarp.org/research/legal/legalrights/2006\\_15\\_homeowner.html](http://www.aarp.org/research/legal/legalrights/2006_15_homeowner.html)

To view other publications on topics of importance to midlife and older Americans, please visit our webpage at <http://www.aarp.org/ppi>. Copies of all publications are available by request at <mailto:ppi@aarp.org> or by calling (202) 434-3840.

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**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
 Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
 Area Agencies on Aging

**FROM:** Ellen M. Nau, Human Services Program Coordinator

**DATE:** August 22, 2006

**SUBJECT:** National Family Caregiver Support Program – Kinship Care

A press release from Generations United indicates that the number of children raised in grandparent or other relative headed households has increased by more than 222,000 children in the last five years. The data was provided by the U.S. Census as a result of their **2005 American Community Survey**. Generations United will hold an event on Capitol Hill in Canon House Office Building Room 122 on August 24, 2006 from 12:00 until 2:00 P.M. for Congressional staffers and the media. U.S. Census personnel will be at the event to interpret the survey's data.

**Intergenerational Programs**

With funding support from MetLife Foundation, Generations United has produced two papers to promote the development and expansion of intergenerational shared sites.

**Intergenerational Shared Site: Making the Case** provides facts and figures for organizations to promoted intergenerational shared site programs in their communities. **Intergenerational Sites: Troubleshooting** reviews issues that may arise at shared sites and offers solutions to resolving them. Both documents are available on i-Path at the Generations United website: [www.gu.org](http://www.gu.org).

**Office of Children's Ombudsman**

The Virginia Commission on Youth will hold its second public hearing on establishing an Office of Children's Services Ombudsman in Virginia on August 24, 2006 at 11:00 A.M. in the City of Roanoke Council Chamber, Noel C. Taylor Municipal Building, 4<sup>th</sup> Floor 215 Church Avenue, S.W. Roanoke Virginia. If established, the ombudsman office would be apart from the usual

SUBJECT: National Family Caregiver Support Program – Kinship Care  
Page 2 of 2

child services agencies and receive and hear complaints about children's services in Virginia. Additional information about the children's ombudsman can be obtained at <http://coy.state.va.us> or by contacting the Virginia Commission on Youth at 804-371-2481.

**COMMONWEALTH of VIRGINIA**  
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Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Ellen M. Nau, Human Services Program Coordinator

**DATE:** August 22, 2006

**SUBJECT: In Home Services**

**Funding Opportunity**

The Federal Office of Rural Health Policy's Health Care Services Outreach Program announces a grant to promote the development of new and innovative health care systems in rural settings. The grant requires applicants to create a consortium with partners such as churches, schools, emergency services, private practices and others to form strategies to promote service delivery of various health services. Various care systems such as hospice, health check-ups for children, pre-natal care for women etc. have been brought to rural areas through the grant. AAAs that are personal care providers, adult day health services providers or who promote family programs at their agencies may want to review the grant at <https://grants.hrsa.gov/webExternal/SFO.asp?ID=A5452B55-95B2-43AD-99FA-EC3BA4814E27>. Closing date for applications is October 18, 2006.

**Celebrate Adult Services Week! September 17-23, 2006**

In a previous Tuesday Mailing we referenced Adult Services Week and ways to focus on this valuable service to seniors and their caregivers. Adult Care Center of Central Virginia has extended an invitation to its representatives in the General Assembly to attend a reception and photography exhibition of its participants and their families as part of the Center's week long celebration of adult day services. For further information, contact Tasha Polly, Activities Director the Adult Care Center of Central Virginia at 434-847-8111.

Email [Ellen.Nau@vda.virginia.gov](mailto:Ellen.Nau@vda.virginia.gov) the activities your agency is planning for adult services week! The information can be shared with AAAs and other adult day services providers.

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SUBJECT: In Home Services  
Page 2 of 2

**Personal Maintenance Allowance for Medicaid Waivers**

The personal maintenance allowance for Medicaid waivers (PMA is the amount of unearned income that recipients of Medicaid home and community based waivers can keep each month for living expenses), with the exception of the AIDS waiver, will be raised to 165% of the SSI payment rate, or \$995 per month effective September 1, 2006. This is good news for AAA clients in Medicaid community based care.

# COMMONWEALTH of VIRGINIA

## Department for the Aging

Julie Christopher, Commissioner

TO: Executive Directors  
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont  
Director Information Technology

DATE: August 22, 2006

SUBJECT: **VDA Guidance on Creating Unique Client Identifiers for Elder Abuse Prevention or Legal Assistance Service Client Tracking using Advanced Information Manager (AIM)**

In the two financial management training workshops held on June 6<sup>th</sup> & June 8<sup>th</sup> in Richmond and Roanoke, AAAs were advised under FY2007 contracts with VDA, that the following new contract language would be added...

*“5.31 SUBCONTRACTORS: The Area Agency shall require that all applicable provisions and requirements of this Contract, including the provisions of 2.12 above, shall be applied to and included in any contractual agreements with any subcontractor of Title III, Title VII, Care Coordination for Elderly Virginians Program, Respite Care Initiative Program and State General Fund supported activities.*

*All Area Agency subcontracts for client Elder Abuse Prevention or Legal Assistance shall require the subcontractor to provide the Area Agency with at minimum a unique client identifier and demographic information along with date and units of service.”*

This memo is intended to serve as a VDA guidance document for AAAs and their subcontractors in the formulation of a system of unique client identification to avoid the coincidental creation of common “unique” identification numbers in two or more PSAs throughout the state which would become problematic when local client databases are merged into the statewide AIM database.

### **Current Practice**

Currently the social security number (“ssn”) field (up to 10 characters) is used to store either valid SSN numbers or alternative locally-created unique ID numbers. In some instances, the “last name” field is also used by local AAAs and their subcontractors to store numeric identifier data for a client in place of the client’s surname in order to preserve the anonymity of the client.

### **Recommended Procedure**

1. Effective October 1 2006, VDA asks local AAAs and their subcontractors to please adopt the use of the following unique “alphanumeric” codes as the first, second and third characters of the

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“ssn” field used in AIM for **any alternative unique identifier** created by the AAA or any of its subcontractors. **The addition of the extra “alphanumeric” PSA identifiers shall not be necessary or required whenever a valid 9-digit SSN or Virginia DMV-issued unique customer number is used for any client. In all other cases, this unique identifier procedure would apply.**

**Leading Alphanumeric ID Codes (SSN) & Corresponding PSA**

1. P01 = for PSA 01
2. P02 = for PSA 02
3. P03 = for PSA 03
4. P04 = for PSA 04
5. P05 = for PSA 05
6. P06 = for PSA 06
7. P07 = for PSA 07
8. P8A = for PSA 08A
9. P8B = for PSA 08B
10. P8C = for PSA 08C
11. P8D = for PSA 08D
12. P8E = for PSA 08E
13. P09 = for PSA 09
14. P10 = for PSA 10
15. P11 = for PSA 11
16. P12 = for PSA 12
17. P13 = for PSA 13
18. P14 = for PSA 14
19. P15 = for PSA 15
20. P16 = for PSA 16
21. P17 = for PSA 17/18
22. P19 = for PSA 19
23. P20 = for PSA 20
24. P21 = for PSA 21
25. P22 = for PSA 22

**Example:** (using SSN field)

**Locally Assigned Unique ID number (P01-00-00001, P01-00-00002, etc) ...unique clients in PSA 01**

**Locally Assigned Unique ID number (P22-00-00001, P22-00-00002, etc) ...unique clients in PSA 22**

As illustrated by the above example, provided each AAA ensures that there is no duplication of alternate ID numbers among local clients, the consistent statewide use of the leading “P01-P22” alphanumeric codes in the “ssn” field will ensure that no statewide duplication of local client numbers will occur either. This solution leaves to the AAAs the continued option of using the “LastName” field as a supplemental location for additional local unique ID information. ***Note: The “dash” (-) characters which appear in the above examples are implied and would not actually be entered as part of the unique ID number, otherwise the 10 character limit would be exceeded and the unique identifier data at the end of the number would be truncated and lost.***

**It might also be noted that adoption of this procedure with the start of a new fiscal year will not impact any past client served and their associated client identification numbers stored in AIM.**

Anyone with questions regarding this guidance document or the recommended procedure should contact Leonard Eshmont, VDA’s AIM administrator at 804-662-9800.



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*  
 Julie Christopher, Commissioner

**MEMORANDUM**

**TO:** Executive Directors & Transportation Managers  
 Area Agencies on Aging

**FROM:** Faye D. Cates, MSSW, Human Services Program Coordinator

**DATE:** August 22, 2006

**SUBJECT: NATIONAL TECHNICAL ASSISTANCE CENTER ON SENIOR  
 TRANSPORTATION**

A new initiative to expand transportation access and mobility for older adults has been launched by Easter Seals Inc., in partnership with the National Association of Area Agencies on Aging (N4A) in cooperation with the Federal Transit Administration. Announced at N4A's national conference in Chicago on Aug. 8, the center will be steered by Easter Seals Project ACTION with additional partners; among them The National Association of State Units on Aging (NASUA), the Community Transportation Association of America (CTAA), the American Society on Aging (ASA) and The Beverly Foundation. The director is **Michi McNeace**, who joined ESPA's office on Aug. 7. The center's mission is to increase the capacity and use of person-centered transportation options that support community living for seniors in the communities they choose throughout the United States. The new outreach to older adults represents the first expansion of ESPA's mission in its 18-year history.

**National Technical Assistance Center on Senior Transportation**

The National Technical Assistance Center on Senior Transportation will be administered by Easter Seals Inc., in partnership with the National Association of Area Agencies on Aging in cooperation with the Federal Transit Administration.

**Mission:** To increase the capacity and use of person-centered transportation options that support community living for seniors in the communities they choose throughout the United States.

**Additional partners/team member organizations:** The National Association of State Units on Aging (NASUA), the Community Transportation Association of America (CTAA), the American Society on Aging (ASA) and the Beverly Foundation. Guiding much of the work of the Center will be a National Steering Committee of senior transportation services, non-profit agencies and professional associations experienced in senior transportation issues.

SUBJECT: NATIONAL TECHNICAL ASSISTANCE CENTER ON SENIOR  
TRANSPORTATION

Page 2 of 3

Targeted outcomes:

- Greater cooperation between the aging community and transportation industry to increase the availability of more comprehensive, accessible, safe and coordinated transportation services;
- Increased integration of provisions for transportation in community living arrangements and long-term care for older adults;
- Enhanced capacity of public and private transportation providers to meet the mobility needs of seniors through available, accessible, safe and affordable transportation;\
- Enhanced capacity of human service providers to help seniors and/or caregivers individually plan, create and use appropriate transportation alternatives;
- Increased knowledge about and independent use of community transportation alternatives by seniors through outreach, education and advocacy;
- Increased opportunities for older adults to obtain education and support services to enable the individuals to participate in local and state public and private transportation planning processes.

Tools and strategies toward achieving these outcomes:

- Technical assistance extended through cross-agency and public/private collaboration to improve and increase mobility management for older adults through new or existing local and state coalitions;
- Technical assistance and other supportive services extended to communities, seniors, transportation and professional agencies and organizations, government, and individuals so they can effectively address barriers and/or respond to opportunities related to senior transportation; and
- Creation and dissemination of products and training programs (e.g., brochures, workbooks, best-practice guides and self-assessments) to help transportation providers, human service agencies and older adults and their caregivers understand their roles and/or opportunities for increasing senior mobility options;
- Use of an 800-telephone line, Web site, visual exhibit, newsletters and other communication tools;

SUBJECT: NATIONAL TECHNICAL ASSISTANCE CENTER ON SENIOR  
TRANSPORTATION

Page 3 of 3

- Implementation of communication strategies to increase the profile of senior transportation on topics such as emerging best practices, advances in public policy, success stories and more;
- Facilitation and testing of new ideas to increase and improve community mobility for seniors through the administration and management of demonstration projects.
- *For further information call the National Technical Assistance Center on Senior Transportation at 202-347-3066.*

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

Julie Christopher, Commissioner

TO: Executive Directors  
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont  
Information System Administrator

DATE: August 22, 2006

RE: AIM Administrator Workshop / Annual Review

VDA will hold a one day AIM Administrator Workshop in two locations this year. On Thursday September 21<sup>st</sup>, 2006 the event will be held in Portsmouth, VA at the Renaissance Portsmouth Hotel. On Thursday September 28<sup>th</sup>, 2006 the event will be held at the Wyndham Hotel in Roanoke, Virginia. Purpose of the meetings are to review changes in AIM over the past year, inform administrators of future enhancements and related activity, and to provide a refresher course on current policy related to the tracking of UAI and service data.

Lodging is available for the Portsmouth event the night of September 20<sup>th</sup> at the Renaissance Portsmouth Hotel for the state rate of \$124.00 per room plus applicable taxes. Reservations can be obtained by calling toll free (888) 839-1775 and identifying yourself with the VDA AIM Workshop. Reservations must be made no later than August 21, 2006; otherwise there is no guarantee a room will be available at the time of your request.

Lodging is available for the Roanoke event the night of September 27<sup>th</sup> at the Wyndham Roanoke Airport Hotel for the state rate of \$68.00 per room plus applicable taxes. Reservations can be obtained by calling toll free (800) 996-3426 and identifying yourself with the VDA AIM Workshop. Reservations must be made no later than September 13, 2006; otherwise there is no guarantee a room will be available at the time of your request.

Agenda and directions for the conference rooms and hotels have been included with this mailing. A copy of this notice will be emailed to all AIM administrators. Please respond by September 13, 2006 as to the number and names of attendees from your agency by calling my office at (804) 662-9800 or by email at Leonard.Eshmont@vda.virginia.gov.

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# *COMMONWEALTH of VIRGINIA*

***Department for the Aging***

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## **VIRGINIA AGING INFORMATION SYSTEM – AIM WORKSHOP**

### **AGENDA**

**September 21<sup>st</sup> and 28<sup>th</sup>, 2006**

- 9:30 am**      **Greetings and Introductions**
- 10:00 pm**      **Summary of Changes Since Last We Met and Reminders**
- AIM Reference Guide to Services
  - Assisted Transportation Service
  - Upgrade to AIM Version 9.0.2.3 or higher
  - AIM Remote 2.2
  - Submitting Year End Data and AMR to VDA
  - Server Recommendations
- 11:00 am**      **Break**
- Title III-E - The Guidance Document
  - Monitoring Reports Used From AIM
- 12:15 pm**      **Lunch**
- 1:15 pm**      **“No Wrong Door” Initiative**
- Demonstration of the GetCare Application Software developed in partnership with Pilot Agencies  
Presenter: Brian Viscuso of SeniorNavigator
- 2:30 pm**      **Break**
- 2:45 pm**      **“No Wrong Door” Continued**
- 3:45 pm**      **Closing**
- Evaluation
- 4:00 pm**      **Adjourn**



  
**RENAISSANCE.**  
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**PORTSMOUTH, VIRGINIA**  
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**Portsmouth, VA 23704**  
**Phone: (757) 673-3000**

**From Norfolk International Airport:** After exiting the Norfolk International Airport, you will be on Norview Avenue. Take Norview Avenue to I-64 East to I-264 West towards Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the 1st exit immediately after the tunnel (Exit #7). Bear right onto Crawford Street, following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.

**From Norfolk Waterside:** Take the passenger ferry to the North Harbor Ferry Landing next to the hotel.

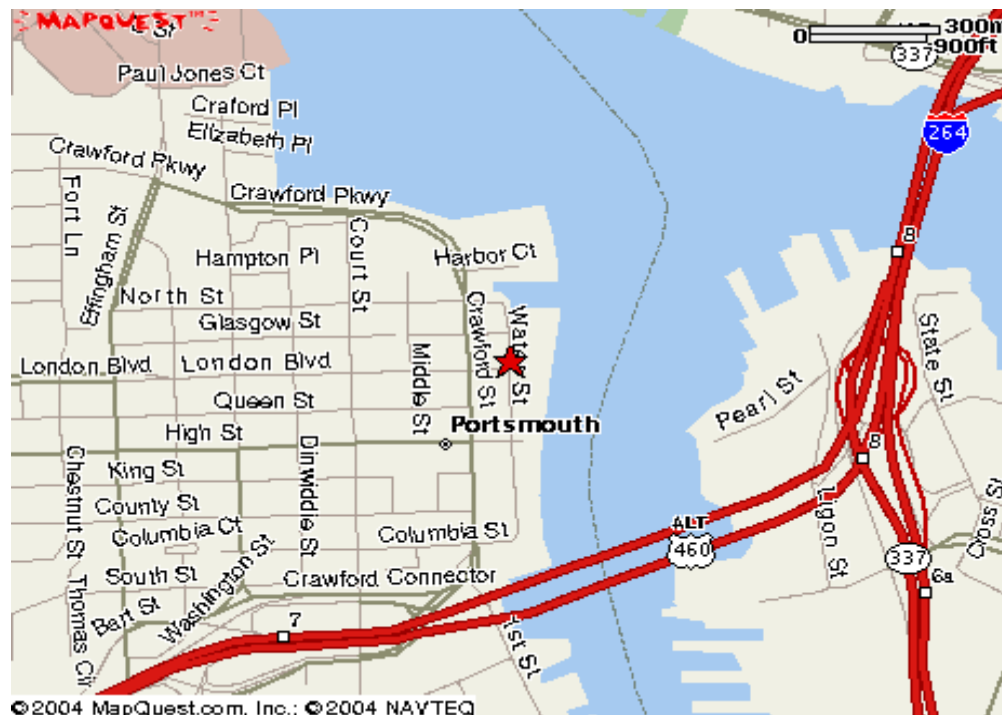
**From I-664:** Take the I-264 E exit, on the left, toward Portsmouth/Norfolk. Continue on I-264 to the North Effingham Street exit (#7B) toward Crawford Street. Keep left at the fork in the ramp. Merge onto the Crawford Connector, which turns into Crawford Street. Turn right on London Boulevard, then left onto Water Street, the hotel is on the left.

**From Points East (Virginia Beach):** Take I-264 West towards Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the 1st exit immediately after the tunnel (exit #7). Bear right onto Crawford Street, following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.

**From Points West (Richmond):** Take I-64 East to I-664 South. Go through the Monitor Merrimac Tunnel. Take I-264 East towards Downtown Tunnel/Portsmouth. Take exit #7B (before the tunnel). Follow the signs to Crawford Street. From Crawford Street make a right onto Water Street. The hotel will be on the left.

**From Points South (Suffolk):** Take Route 58 East to I-264 East towards Downtown Tunnel/Portsmouth. Take exit #7B (before the tunnel). Follow the signs to Crawford Street. From Crawford Street make a right onto Water Street. The hotel will be on the left.

**From Chesapeake:** Take I-464 towards Norfolk to I-264 West towards Downtown Tunnel/Portsmouth. Proceed through the Downtown Tunnel and take the 1st exit immediately after the tunnel (exit #7). Bear right onto Crawford Street, following signs to Downtown Portsmouth. Bear left to stay on Crawford Street. Make a right onto Water Street. The hotel will be on the left.



**Directions to the Wyndham Roanoke Airport Hotel  
Roanoke, Virginia  
AIM Workshop  
September 28, 2006**

**Hotel Address:**

2801 Hershberger Road  
Roanoke, VA 2401

**Phone:** 540-563-9300

**Directions:**

- From Interstate 81 (North or South)
- Take Exit 143 to I-581(South) in Roanoke
- From I-581 take Exit 3W (Hershberger Road)
- Take right (U-turn) at the first light and you will see the Wyndham Roanoke Airport sign
- Hotel entrance is on your left